

RFR for Relocation Consultant Services
Questions and Answers

Question Number 1:

What insurance will DCAM require the Contractor to maintain?

DCAM Response:

The standard state contract, included in the RFR materials, states as follows:

“Qualifications. The Contractor certifies it is qualified and shall at all times remain qualified to perform this Contract; that performance shall be timely and meet or exceed industry standards for the performance required, including obtaining requisite licenses, registrations, permits, resources for performance, and sufficient professional, liability; and other appropriate insurance to cover the performance. If the Contractor is a business, the Contractor certifies that it is listed under the Secretary of State’s website as licensed to do business in Massachusetts, as required by law.”

DCAM will consider the following insurance to be sufficient:

- (i) Workers’ Compensation Insurance in accordance with M.G.L. chapter 152.
- (ii) Commercial General Liability Insurance, written on an occurrence basis, with a minimum limit of \$1,000,000 each occurrence. The Commonwealth of Massachusetts shall each be listed as an additional insured.
- (iii) Automobile Liability Insurance at a limit of not less than \$1,000,000 each accident.

DCAM reserves the right to accept substitute insurance if it deems it equivalent to the above requirements, and DCAM reserves the right to require other insurance prior to any engagement during the term of the contract if DCAM in its reasonable discretion considers it to be required by law or otherwise reasonable.

Question Number 2:

Could you please let me know if you have any specific locations that require immediate relocation assistance/property management services, or just that you anticipate some? It helps a little in establishing our total cost estimate, if we know where we may be working.

DCAM Response:

DCAM is currently considering a possible purchase in Plymouth county, but nothing is certain and purchases could be anywhere in the state during the term of the Contract.